

4 FAH-1 H-320 MEMORANDUM ACCOUNTS

(TL:FMH-23; 10-18-2002)

4 FAH-1 H-321 GENERAL ADVANCE ACCOUNTS

(TL:FMH-22; 07-01-2002)

- a. Memorandum accounts are used for:
- (1) Recording quarters allowance advances;
 - (2) Advances for temporary duty travel (TDY);
 - (3) Other cash advances; and
 - (4) Advances for International Assignment Travel and Transfer Allowances.
- b. Codes for memorandum accounts for quarters allowance advances, advances for post-funded travel, and other cash advances are completed by assigning identifying post codes.

Allottee/Allow.		
Code	Holder	Purpose
7XXX	Post	Other cash advances
7091	RM/GFS/DFS	Advance payments for services under WCF
7092	RM/GFS/DFS	Advances to domestic cashiers
7097	RM/GFS/DFS	Advance of Pay
7098	RM/GFS/DFS	Emergency Medical Payroll Advances
7196	RM/GFS/DFS	Allows payroll system to interface with accounting system, Charleston, FSC.
7316	RM/GFS/DFS	Allows payroll system to interface with accounting system, Bangkok, FSC.
8XXX	Post	Quarters allowance advances

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9XXX	Post	Travel advances for post-funded travel and Stateside-authorized travel of post assigned travelers.
9035	RM/GFS/DFS	Cash advances for International Assignment Travel and transfer allowances (effective Aug. 7, 1985). (Discontinued 9/93. Replaced with 9059)
9036	RM/GFS/IFS/FSC/C	Cash advances for stateside—FSC Charleston authorized temporary duty travel (TDY).
9056	RM/GFS/DFS	Cash advances for stateside-authorized temporary duty travel (TDY) (effective Aug. 7, 1985). (Discontinued 9/93. Replaced with 9059)
9059	RM/GFS/DFS	Travel advances for International Assignment Travel, Transfer Allowances, and Stateside-authorized TDY travel of Stateside assigned travelers (except for Charleston FSC authorized TDY—see 9036).
9061	RM/GFS/DFS	Travelers Checks sold on consignment.

b. Separate accounts are maintained for allowances, travel, and/or other cash advances. The balances for each account are reported on the DS-1489, Monthly Fund Status Report, or RAMC/FMC-60, Status of Funds, Obligations and Liquidations.

4 FAH-1 H-322 ACCOUNTING/REPORTING— BUDGET CLEARING ACCOUNT (SUSPENSE)

(TL:FMH-23; 10-18-2002)

a. The memorandum accounting/reporting codes below are used to identify the nature of deposits credited to the Budget Clearing Account (Suspense), and for machine processing of this data by the Department in Washington, pending determination and transfer to the appropriate allotment or fund to be credited. These codes are entered on accounting documents in the same sequence as allotment/allowance codes.

Symbol	Report Code	Title/Purpose
19F3845	9901	Proceeds of Sales, Passenger Vehicles Sold Abroad

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19X0113.V

19X4519.1

19F3845	9902	Proceeds of Sales, Nonpassenger Vehicles
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19X0113.N

19X4519.1

19X0535	9903	Proceeds of Sales, FBO Vehicles
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19F3845	9904	Proceeds of Sales, All Other Personal Property
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19X4519.1

19F3875	9905 ¹	Miscellaneous Deposits Not Readily Identified With the Appropriation or Fund to be Credited
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19-11X1022.2 9905

Miscellaneous Deposit - INL

19X6809	9905	Misc Deposits—Donations to FSN Emergency Fund (Discontinued 08/01) See fund 19X8821 and report code 9920
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19X45191	9906	ICASS Revenue Collections Abroad
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19F3845	9907 ¹	Proceeds of Sales, FSI training materials
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19F3875	9908 ¹	Deposit of Collections or Refunds Received for Unused Tickets not Readily Identified With the Appropriation or Fund to be Credited
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19F3875	9909 ¹	Deposit of Unreconciled Remittances
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19F3878	9910 ¹	Deposit in Transit differences. (USDOs must add their unique point limitation, identified in 4 FAH-1 H-252 , to the symbol, i.e., 19F3878.11 for USDO Mexico.) (Required by OFMS processing)
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19F3880 9910¹ Unavailable Check Cancellations and Overpayments (Required by OFMS processing when the actual allotment code is not readily identified) (USDOs must add their unique point limitation, identified in 4 FAH-1 H-242 , to the symbol, i.e., 19F3880.11 for USDO Mexico)

¹ Note: Appropriations not valid without point limitations.

b. These codes are applicable to Department of State activities only. Deposits of serviced agencies such as AID, USIA, Peace Corps, Defense, etc., are processed in accordance with the regulations of the respective agencies.

4 FAH-1 H-323 ACCOUNTING/REPORTING—TRUST FUNDS

(TL:FMH-18; 01-12-2001)

The memorandum accounting/reporting codes below are used to identify the types of receipts credited to the Unconditional Gift Fund and Conditional Gift Fund, and are for machine processing of this data by the Department of State. These codes are entered on the accounting documents in the same sequence as allotment/operating allowance codes, and are applicable to Department of State activities only.

Symbol	Report Code	Title/Purpose
19X8821	9911	Donations for Public Appearances
19X882I	9912	Facilities Donations
19X882I	9913	Donations re: Sale of Personal Property at the Post
19X8822	9914	Commissary Fund
19X8822	9915	Foreign Service Institute
19X8822	9916	Special Fine Arts Committee
19X8821	9917	Contributions Received at Post
19X8822	9918	The Secretary's Library Acquisition Fund
19X8822	9919	The FSI Foundation

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19X8821	9920	Donations to Unconditional Gift Fund
19X8821.5	9920	Donations to Unconditional Gift Fund—Public Diplomacy
19X8822	9921	Donations to Conditional Gift Fund
19X8822.5	9921	Donations to Conditional Gift Fund—Public Diplomacy
Both	9922	Public Diplomacy Gift Fund (Discontinued 09/30/00)

4 FAH-1 H-324 SPECIAL REPORTING CODES

(TL:FMH-18; 01-12-2001)

Report Code	Title/Purpose
9923	Deposit of Collections from Protection of Power for Canadian Interests in Nigeria
9924	Advances for CA
9925	Deposit of Collections for World Trade and/or Pentagon Relief Efforts
9926	Deposit of Collections of Passport Application fees by the U.S. Postal Service
9927	Deposit of Collections of Medical Insurance Benefits (Discontinued 5/90)
9930	Public Diplomacy—Collections Abroad
9937	Advances for Refugee and Migration
9941	Deposits of Trust Accounts for U.S. Citizens Abroad under 19F3875
9942	Payment transactions under the Foreign Service Retirement and Disability Fund, 19X8186
9943	Deposits of Collections against Fiscal Irregularities Account under 19X6875
9944	Collections of Backup Withholding Tax under the Prompt Pay System

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- 9945 Deposit of Collections from Commissary and Recreation Associations in connection with phase-out of service contracts between employee associations and Embassies.
- 9946 Collections of Advances for Press Travel and Related Expenses Abroad (19X6875)—Advance pay by the Press for additional costs accruing to the U.S. Government for Press seats on DOD aircraft, Press busses used overseas, installation and use of telephone equipment overseas dedicated to Press use, mixed mode travel abroad, etc.
- 9947 Payment transfer of Foreign National Employees from Civil Service Retirement and Disability Fund (CSRDF) to a Local Retirement Plan as authorized by Pub. L. 101-7148. (19F3885.04)
- 9948 Transfer and holding of garnishment deductions pending payment via supplemental payroll voucher under 19F3885.03.
- 9949 For the receipt and deposit of all commercial fees collected by Department of State employees working abroad. This applies only to the fees that will retained by the Department of State.
- 9951 Waiver User Fees for Non-Immigrant J Visas
- 9952 Fees received by Agency Publications and Advertising
- 9953 Fees received by the sale of Nouveaux Horizons Books
- 9954 Fees received by the sale of Arabic Book Translations
- 9955 Fees received by the Library/IRC programs
- 9956 Fees received by the English Teaching program—Materials
- 9957 Fees received by Student Advising

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9958 Fees received by the English Training Program—Tuition

NOTE: These codes are used for special accounting and reporting as directed by FMP/F/DFS.

**4 FAH-1 H-325 ACCOUNTING/REPORTING—
BUDGET CLEARING ACCOUNT
(SIBAC)**

(TL:FMH-1; 04-15-1994)

Symbol	Report Code	Title/Purpose
19F3885.01	9950	Treasury Charges
19F3885.01	9951	NOAA (Department of Commerce)
19F3885.01	9952	U.S. Geological Survey
19F3885.01	9953	Department of Justice
19F3885.01	9954	Labor SIBAC Charges
19F3885.01	9955	Postal Service Charges
19F3885.01	9956	OPM SIBAC Charges
19F3885.01	9957	GPO SIBAC Charges
19F3885.01	9958	GSA SIBAC Charges
19F3885.01	9959	HHS SIBAC Charges

4 FAH-1 H-326 THROUGH H-329 UNASSIGNED